EVENT CAPTURE
(EC)

USER MANUAL

Version 2.0

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Department Of Veterans Affairs
V*ist***A** Technical Service
Patient Admin Products Team

Table of Contents

Introduction

The Event Capture V. 2.0 User Manual provides instructions for using the Event Capture options. The target audience for this manual includes Event Capture managers, application coordinators (ADPACs), and others who use the software.

The Event Capture V. 2.0 software provides a mechanism to track and account for procedures and delivered services that are not handled in any other **V**ist**A** package. The procedures and services tracked through Event Capture are associated with:

- the patient to whom they were delivered
- the provider requesting the service or procedure
- the DSS Unit responsible for delivering the service

DSS Units typically represent the smallest identifiable work unit in a clinical service at the medical center and are defined by the VAMCs. A DSS Unit can represent any of the following:

- An entire service
- A section of a service
- A small section within a section
- A medical equipment item used in patient procedures

For every DSS Unit, each of the following must be defined:

- *Service* - The service associated with the DSS Unit.
- *Cost Center* - Fiscal identifier for the service using the particular DSS Unit. (Cost Centers are defined in detail in the MP4-Part V Appendix B of the Fiscal Service cost manuals.)
- *Medical Specialty* - The specialty section associated with the DSS Unit.

Event Capture V. 2.0 Menus

The Event Capture software contains one primary menu, which is divided into four main sections. You must hold the appropriate security key to have access to the *Event Capture Management Menu* and its options.

MGR	Event Capture Management Menu
E	Event Capture Data Entry
R	Event Capture Reports
O	Event Capture Online Documentation

Entering Event Capture Data

You can use the options on the Event Capture Data Entry menu to enter patient procedure data in the following four ways:

- Multiple procedures performed on an individual patient
- Procedure(s) for several patients within the same service and section
- Batch enter patient workload by a procedural order
- Multiple dates and multiple procedures for one or more patients

Related Manuals

The documentation for Event Capture V. 2.0 includes the following related manuals:

- Event Capture V. 2.0 Technical Manual
- Event Capture V. 2.0 Release Notes
- Event Capture V. 2.0 Monograph

Reports

Event Capture V. 2.0 provides a variety of reports in the Management Reports submenu of the *Event Capture Management Menu* and in the *Event Capture Reports Menu.* If you marked DSS Units to send data to the Patient Care Encounter (PCE) software, you can use the *PCE Data Summary* option in the *Event Capture Reports Menu* and/or the following options in the Scheduling software to validate that your data has been sent.

Management Report for Ambulatory Procedures
    This is a statistical report of ambulatory procedures captured through the CPT coding of outpatient visits.

Provider/Diagnosis Report
    This option provides a list of patients and their diagnoses (ICD-9), encounter date/time, provider, clinic, and stop code associated with the clinic.

Workload Report
    This option provides a listing of patients and the associated date/time of encounter.

Orientation

This manual is designed for use as an instructional guide to using the Event Capture V. 2.0 software. It should be used in conjunction with the *Event Capture Online Documentation* option.

Screen displays may vary among different sites and you may not see the data on your terminal exactly as shown in this manual. Although screens are subject to modification, the major menu options as they appear in this manual are fixed and are not subject to modification (except by the package developer).

Special Instructions for the First-Time Computer User

If you are unfamiliar with **V***ist***A** software applications, we recommend that you study the *User's Guide to Computing*. This orientation guide is a comprehensive handbook benefiting first-time users of any **V***ist***A** application. The purpose of the introductory material is to help you become familiar with basic computer terms and the components of a computer. It is reproduced and distributed periodically by the Kernel Development Group. To request a copy, contact your local Information Resource Management (IRM) staff.

Online Help

Online help is available by accessing the *Event Capture Online Documentation* option or entering ?[option name] at the option prompt. Help is also available at almost any prompt in **V***ist***A** software. Entering a question mark (?) will provide information to help you answer the prompt. In some instances, entering two or three question marks will provide even further information.

User Responses

User responses in this manual appear in boldface type.

Before You Start Using the Software

Before you attempt to enter Event Capture data, you must implement Event Capture V. 2.0 by using the options in the Event Capture Management Menu. Access to this menu should be restricted to the application coordinator (ADPAC) and his or her designees. The Event Capture ADPAC should use the following steps as a guide for setting up the Event Capture software. Please refer to the Using the Software section of this user manual to get more detailed instructions for using the Event Capture V. 2.0 options.

1.   Use the *Current Locations (Create/Remove)* option to create an Event Capture location.

      Notes:
      1) No further options are functional until you create an Event Capture location.
      2) The location you select must be in the INSTITUTION file (#4).
      3) You must create a location with this option before you can establish DSS Units.

2. a) Contact each service for a list of its DSS Units, the names of its Event Capture users and the DSS Units for which they will enter data, and individual product resource tracking needs.
    b) Use the *DSS Units for Event Capture (Enter/Edit)* option to establish DSS Units for each service.

      Note: No further options are functional until you create the DSS Units.

3.   a) Use the *Assign User Access to DSS Units* option to assign user access to specific DSS Units for the users identified in Step 3.
      b) Assign the ECALLU security key only to those users who should have access to all DSS units.

      Notes:

      1) Users must have access to DSS Units before they can begin entering data.

      2) You can use the *Remove User Access to DSS Units* option to remove user access for a specific DSS Unit, except for those users who have the ECALLU security key, which overrides user access removal.

4.   Use the *Local Category (Enter/Edit)* option to create local categories before you set up Event Code screens. Creating local categories is optional.

Helpful Hint: After you complete this step, you can to use the *Category Reports* option on the *Management Reports* submenu of the *Event Capture Management Menu* to print a report of your site's local categories.

5.   Use the *Local Procedure (Enter/Edit)* option to enter new or edit existing local procedures to the EC NATIONAL PROCEDURE file (#725). Adding local procedures is optional.

Helpful Hint: Before you start this step, you can to use the *National/Local Procedure Reports* option on the *Management Reports* submenu of the *Event Capture Management Menu* to print a list of procedures with their associated CPT codes. This report can be quite lengthy if you opt to include national procedures, so you should queue it to print to a device during nonpeak hours.

Notes:
1) You must enter an associated CPT code to pass local procedures to PCE.
2) You can use this option to edit, but not delete, existing local procedures and to select an associated CPT code if your site wants this workload data sent to PCE.

6.   Use the *Event Code Screens (Create)* option to
a) Create an event code screen for each procedure tracked in the Event Capture software.
b) Enter or edit an active associated clinic for DSS Units that are marked to send data to PCE.
c) Enter or edit a locally recognized synonym for a procedure.
d) Enter or edit a procedure reason.

Note:

1) You must create a screen for the procedure before it can be used for data entry.
2) You can also use the *Procedure Synonym/Default Volume (Enter/Edit)* option to enter or edit active associated clinics, synonyms, and/or procedure reasons.

7.   Use the *Inactivate Event Code Screens* option to inactivate, but not delete, a procedure from further use <u>or</u> to reactivate a procedure that was previously inactivated.

8.   Use the *Print Category and Procedure Summary* option on the *Management Reports* submenu of the *Event Capture Management Menu* to print the Event Code screens sorted by DSS Units.

        Helpful Hint: Data entry clerks might find the output generated by this report useful as a procedure reference guide.

9.   You have successfully set up Event Capture V. 2.0. Your services can now enter data using the *Event Capture Data Entry* options and provide summary reports using the *Event Capture Reports* options.

Using the Software

Event Capture Management Menu
Current Locations (Create/Remove)

Before you start

✍ *Extreme caution is advised when using this option. Removing access for locations and inactivating Event Code Screens for locations is not recommended.*
✍ The location you select must be in the INSTITUTION file (#4).
✍ You must create locations with this option before you can establish DSS Units.
✍ No further options are functional until you create an Event Capture location.

Instructions

To create a current location:	1.	"Select INSTITUTION NAME:" is the only prompt.
	2.	Enter the name or station number of a medical center (or division in a multidivisional facility).
	3.	The location is now flagged as active for use in the Event Capture software.
To remove a current location:	1.	"Select INSTITUTION NAME:" is the first prompt.
	2.	Enter the name or station number of a medical center (or division in a multidivisional facility).
	3.	Confirm that you want to remove access to the selected location.
	4.	Choose whether or not to inactivate the event code screens for the selected location.
	5.	The location is now flagged as inactive for use in the Event Capture software.

**Event Capture Management Menu
Current Locations (Create/Remove)**

Example

Create/Remove current locations for Event Capture u se.

Do you want to create or remove access for a location? CREATE// **<RET>**

Create current locations for Event Capture use.

Select INSTITUTION NAME: **MURFREESBORO**, TN   622

MURFREESBORO, TN has been flagged for use in the Event Ca pture software.

Event Capture Management Menu
DSS Units for Event Capture (Enter/Edit)

Before you start

✎ Use the *Current Locations (Create/Remove)* option to create an Event Capture location before using this option.
✎ You will be prompted to enter an Associated Stop Code only if the "Send to PCE" flag is set to NO or NULL.
✎ No further options are functional until DSS Units are created.

Instructions

Enter the following data for each DSS Unit you create.

Element Name	Description
Name	The name of the DSS Unit you are creating.
Service	The service associated with this DSS Unit, from the SERVICE/SECTION file (#49).
Cost Center	The cost center associated with this DSS Unit, from the COST CENTER file (#420.1). Cost centers are defined in MP4-Part V, Appendix B of the Fiscal Service cost manuals.
Medical Specialty	The medical specialty associated with this DSS Unit, from the MEDICAL SPECIALTY file (#723).
DSS UNIT Number	The number to identify this DSS unit locally at your site (1 to 14 characters). The same DSS Unit number can be used for more than one DSS Unit.
Category (Y/N)	YES – Use categories to group procedures during data entry. NO – Do not use categories to group procedures during data entry.
Data Entry Date/Time Default	NOW - Use "NOW" as the default at this prompt during data entry. NONE - Do not use a default at this prompt during data entry.
Send to PCE	Defines the method to be used to send your data to PCE for the DSS Unit you are creating. A Send All Records O Send Outpatient Only N Send No Records
Associated Stop Code	Select the DSS ID (Clinic Stop Code) associated with this DSS Unit. Be sure to select an active DSS ID.

Event Capture Management Menu
DSS Units for Event Capture (Enter/Edit)

Example

```
Enter/Edit DSS Units for Event Capture

     If you elect to send data to PCE for DSS Unit, you must answer the
     "Send to PCE" prompt.


Select DSS Unit: EEG
  Are you adding 'EEG' as a new DSS UNIT? No// Y    (Yes)
    DSS UNIT Service: NEUROLOGY
    DSS UNIT Cost Center: 800400
DSS UNIT Medical Specialty: NEUROLOGY
DSS UNIT Number: <RET>
Category (Y/N): Y    YES
Data Entry Date/Time Default: NOW    NOW
Send to PCE: A    Send All Records
```

Event Capture Management Menu
Assign User Access to DSS Units

Before you start

✋ Contact each service for a list of its Event Capture users and the DSS Units for which they enter data.

✋ Users must have access to DSS Units before they can begin entering procedure data.

☞ You can provide access to _all_ DSS Units by assigning the ECALLU security key to a specified user (normally the DSS Manager or designee) using the _Allocate Security Keys_ option in the _Menu Management Menu._

Instructions

1. Enter the names of the DSS Unit(s) to be allocated.
2. Enter the user(s) who enter procedures for the DSS Units.
3. Choose whether or not to modify your original selections.

Example

```
Allocating DSS Units for Event Capture

Enter the names of the DSS Units to be assigned:

Select DSS Unit: EEG
Select DSS Unit: EKG
Select DSS Unit: <RET>


Enter the names of the people who will have access to enter procedures
for the DSS Units selected:

Select Name: BATES,CHARLES          CB      10B
Select Name: <RET>


Allocating DSS Units for Event Capture
   DSS Units:

   1. EEG                                       2. EKG

Do you want to modify this list?  NO// <RET>
```

**Event Capture Management Menu
Assign User Access to DSS Units**

Example (continued)

```
Allocating DSS Units for  Event Capture
   Event Capture Users:

   1. BATES,CHARLES

Do you want to modify this list?  NO// <RET>

Assigning DSS Units for Event Capture Users selected ...
```

Event Capture Management Menu
Remove User Access to DSS Units

Before you start

✍ *Extreme caution is advised when using this option. Removing access to a specified DSS Unit for all users and inactivating the DSS Unit is not recommended without the permission of the associated service.*

☞ You cannot use this option to remove access to DSS Units for users who hold the ECALLU security key.

Instructions

1. Choose whether or not you want to remove access to all DSS Units for a specific user.		
a) If YES	1. Enter the name of the user for whom you want to remove access. 2. The software confirms that access to all DSS Units was removed for the specified user.	
b) If NO	1. Select the specific DSS Unit(s) for which you want to remove user access. 2. Choose whether or not to remove access to the selected DSS Units for all users.	
	a) If YES	1. Choose whether or not to inactivate the DSS Unit. 2. For both YES and NO responses, the software confirms that access has been removed for all users.
	b) If NO	1. Enter the name of the user for whom you want to remove access. 2. The software confirms that access has been removed for the selected user.

If you inactivate a DSS Unit in error:

• Use the *DSS Units for Event Capture (Enter/Edit)* option to reactivate the inactive DSS Unit.

• Use the *Assign User Access to DSS Units* option to provide access to the appropriate user(s).

Event Capture Management Menu
Remove User Access to DSS Units

Example

```
Do you want to remove access to all DSS Units for a specific user?  NO//  YES

Remove Access to DSS Units for which User?  BATES,CHARLES           CB       10B

Removing access to all DSS Units for BATES,CHARLES...
```

Event Capture Management Menu
Local Category (Enter/Edit)

Before you start

✋ If the DSS Units at your site are defined for use without categories, you can ignore this option.

✋ You *cannot delete* categories, but you can use the *Activate/Inactivate Local Category* option to *inactivate* or *reactivate* them.

Instructions

To enter a new local category:	1. Enter the new local category name.
	2. Confirm that you want to add it as a new category.
To edit an existing local category:	1. Enter the original local category name.
	2. Enter the new local category name after the default (//).

Example

```
Enter/Edit Local Categories

Select Category: SPEECH TESTING
  Are you adding 'SPEECH TESTING' as a new EVENT CAPTURE CATEGORY (the 7TH)?
No// Y   (Yes)
Category: SPEECH TESTING// <RET>
```

**Event Capture Management Menu
Local Procedure (Enter/Edit)**

Before you start

✍ You might want to use the *National/Local Procedure Reports* option on the *Management Reports* submenu of the *Event Capture Management Menu* to print a list of procedures with their associated CPT codes *before you use this option*. This report can be quite lengthy if you opt to include national procedures, so you should queue it to print to a device during nonpeak hours.
✍ You must enter an associated CPT code to pass local procedures to the PCE software.
✍ A local procedure code number is required for any new local procedure.
✍ The local number code must be 5 characters in length, starting with an uppercase alpha character, followed by 4 alpha or numeric characters.
✍ You *cannot delete* procedures, but you can use the *Activate/Inactivate Local Procedures* option to *inactivate* or *reactivate* them.

Instructions

To enter a new local procedure:	1. Choose whether or not you want print a list of your current local procedures. 2. Enter the new local procedure name. 3. Confirm that you want to add it as a new local procedure. 4. Enter your local procedure code number. 5. Enter the CPT code if you want the data passed to the PCE software.
To edit an existing local procedure:	1. Choose whether or not you want print a list of your current local procedures. 2. Enter the original local procedure name. 3. At the subsequent prompts, you can edit the procedure name, national number, and/or CPT code.

Event Capture Management Menu
Local Procedure (Enter/Edit)

Example

```
Enter/Edit Local Procedures

Would you like to review a listing of your current local procedures? NO//
<RET>


        ****************************** ******************************************
        * You must enter an associated CPT with your local procedure   *
        * to pass this procedural data to PCE.                          *
        ****************************************************************


Enter Local Procedure: ASSAY THALLIUM

Checking current procedures...

Are you sure you want to add ASSAY THALLIUM as a new local procedure? YES//
<RET>

Local Procedure: ASSAY THALLIUM

     ** Please NOTE:    The number code must be 5 characters in length,
                        starting with an uppercase alpha character,
                        followed by 4 alpha or numeric characters.

Enter Local Procedure Code Number: TT001
CPT: 75552    MAGNETIC IMAGE, MYOCARDIUM
ASSAY THALLIUM added.
```

Event Capture Management Menu
Event Code Screens (Create)

Before you start

✋ Use the *Current Locations (Create/Remove)* option to create an Event Capture location before using this option.

✋ Use the *DSS Units for Event Capture (Enter/Edit)* option to establish DSS Units before using this option.

✋ You must define Event Code screens before entering any event capture data.

✋ You will be prompted for a category only if the Event Code screen uses categories to group procedures.

✋ You must define an active associated clinic and CPT code to pass Event Code procedures to PCE.

✋ The following instructions and example assume that you want the specified DSS Unit to send data to PCE.

Instructions

1. Enter the DSS Unit name or number.
2. Enter the Category name, if applicable.
3. Enter the Procedure name or number.
4. Verify that the Event Code screen information is correct.
5. Choose whether or not you want to create the screen for all locations.

a) If YES
  1) The software cycles through all locations.
  2) Enter the following information for each location:
     - Associated Clinic (if the DSS Unit is defined to send data to PCE).
     - Synonym
     - Volume
  3) Enter a procedure name or CPT number.
  4) Determine if Procedure Reasons are to be asked.
     a) If YES, enter the Procedure Reason(s).
     b) If NO, return to the "Select Procedure:" prompt.

b) If NO
  1) Select the location(s).
  2) Enter the following information:
     - Associated Clinic (if the DSS Unit is defined to send data to PCE).
     - Synonym
     - Volume
  3) Enter a procedure name or CPT number.
  4) Determine if Procedure Reasons are to be asked.
     a) If YES, enter the Procedure Reason(s).
     b) If NO, return to the "Select Procedure:" prompt.

Event Capture Management Menu
Event Code Screens (Create)

Example (continued)

```
Event Code Screens (Create)
-------------------------------------------------------------- -------------------

Select DSS Unit : CARDIOLOGY          CARDIO1
Select Category : KHS CATEGORY
Select Procedure: 01920               ANESTH, CATHETERIZE HEART


Event Code Screen Information:
----------------------------

DSS Unit : CARDIOLOGY
Category : KHS CATEGORY
Procedure: ANESTH, CATHETERIZE HEART

Is the following information correct? YES// <RET>

Do you want to create this Event Code Screen for ALL locations ? YES// <RET>

Are you sure that you want to create the screen? YES// <RET>

Entering screen for ALBANY with procedure ANESTH, CATHETERIZE HEART...
Associated Clinic: MED     GEN MED
Synonym: CARDIAC CATH
Volume: 1
Ask Procedure Reason(s) for this Event Code Screen? : Y  YES
Enter procedure reason: NEW REASON

Entering screen for ALBANY OPC with procedure ANESTH, CATHETERIZE HEART...
Associated Clinic: CARDIO          Cardiology
Synonym: CARDIAC CATH
Volume: 1
Ask Procedure Reason(s) for this Event Code Screen? : Y  YES
Enter procedure reason: NEW REASON

Entering screen for HONOLULU OC, HI with procedure ANESTH, CATHETERIZE HEART...
Associated Clinic: CARDIO          Cardiology
Synonym: CARDIAC CATH
Volume: 1
Ask Procedure Reason(s) for this Event Code Screen? : Y  YES
Enter procedure reason: NEW REASON

Entering screen for TROY with procedure ANESTH, CATHETERIZE HEART...
Associated Clinic: CARDIO          Cardiology
Synonym: CARDIAC CATH
Volume: 1
Ask Procedure Reason(s) for this Event Code Screen? : Y  YES
Enter procedure reason: NEW REASON
```

Event Capture Management Menu
Event Code Screens (Create)

Example (continued)

```
Press <RET> to continue   <RET>

Event Code Screen Information:
-----------------------------

DSS Unit: CARDIOLOGY
Category: KHS CATEGORY


Select Procedure: <RET>
```

Event Capture Management Menu
Procedure Synonym/Default Volume

Before you start

✋ Use the *Current Locations (Create/Remove)* option to create an Event Capture location before using this option.

✋ Use the *DSS Units for Event Capture (Enter/Edit)* option to establish DSS Units before using this option.

✋ You must define event code screens before entering any event capture data.

✋ You will be prompted for a category only if the Event Code screen uses categories to group procedures.

✋ You must define an active associated clinic and CPT code to pass procedures to PCE.

✋ To enter or edit a synonym, you must have access to the location, DSS Unit, and category.

Instructions

1. Select a location.
2. Enter the DSS Unit name or number.
3. Enter a category name, if applicable.
4. Enter the name, National ID#, or synonym of the procedure.
5. Enter/edit the associated clinic (only if the selected DSS Unit is marked to send data to PCE).
6. Enter a new, or edit the existing, synonym.
7. Enter/edit the volume for the selected procedure.
8. Choose whether or not to ask procedure reasons.

If YES	If NO
Enter/edit procedure reasons.	Return to the "Enter Procedure:" prompt.

Example

```
Procedure Synonym/Default Volume (Enter/Edit)
-------------------------------------------------------------------------------
Event Capture Locations:

1. ALBANY
2. ALBANY OPC

Select Number: 1
Select DSS Unit: CONSULTS (ESD)          ESDCON001
Select Category: FAMILY COUNSELING
```

Event Capture Management Menu
Procedure Synonym/Default Volume

Example (continued)

```
Enter Procedure: ??

Available Procedures:


Num    Synonym                             Procedure Name              Nat ID
---    -------                             --------------              ------

1      NOT DEFINED                         FAMILY COUNSELING WO  PAT, 10 M  CH072
2      NOT DEFINED                         SPECIAL FAMILY THERAPY       90847
3      NOT DEFINED                         CONSULTATION WITH FAMILY     90887

Select Number (1-3):  1
Associated Clinic: PSYCHOLOGY// <RET>
Synonym: FCWOP
Volume: 3// <RET>
Ask Procedure Reason(s) for this Event Code Screen? : YES
        // <RET>
Enter procedure reason: NEW REASON
        ...OK? Yes// <RET>  (Yes)
Enter procedure reason: <RET>

Enter Procedure: <RET>
```

Event Capture Management Menu
Inactivate Event Code Screens

Before you start

✋ You can use this option to *activate* or *inactivate*, but *not delete*, Event Code screens.
✋ Use the *DSS Units for Event Capture (Enter/Edit)* option to establish DSS Units before using this option.
✋ Use the *Local Category (Enter/Edit)* option to create categories before using this option.
✋ Use the *Local Procedure (Enter/Edit)* option to create procedures before using this option.
✋ Use the *Event Code Screens (Create)* option to create Event Code Screens before using this option.

Instructions

1. Enter the location.
2. Enter the DSS Unit name or number.
3. Enter the category name, if applicable.
4. Enter the name, National ID#, or synonym of the procedure.
5. Verify that you want to inactivate the procedure.

Example

```
Inactivate Event Code Screen
---------------------------------------------------------------------------
Event Capture Locations:

1. ALBANY
2. ALBANY OPC
3. TROY

Select Number: 3
Select DSS Unit: JP TEST UNIT         JP001
Category: JP ASSIGNMENT

Enter Procedure: ??
```

Event Capture Management Menu
Inactivate Event Code Screens

Example (continued)

```
Available Procedures:


Num    Synonym                          Procedure Name                Nat ID
---    -------                          --------------                ------

1      NOT DEFINED                      CASE MANAGEMENT, 15 MIN        SW001

Select Number (1-1):  1

Are you sure that you want to inactivate this procedure? YES// <RET>

Event Code Screen: 515.6-3-5-61
Procedure: CASE MANAGEMENT, 15 MIN is now inactivated.

Enter Procedure: <RET>
```

Event Capture Management Menu
Activate/Inactivate Local Procedures

Before you start

✍ You can use this option to _inactivate_ or _reactivate_, but _not delete_, local procedures.
✍ Use the *Local Procedure (Enter/Edit)* option to create local procedures before using this option.
✍ You might want to use the *National/Local Procedure Reports* option on the *Management Reports* menu to print a list of the inactive procedures before you use this option.

Instructions

To inactivate a local procedure:	1. Enter the name, National ID#, or synonym of the procedure. 2. Respond YES to the "Do you wish to inactivate? YES//" prompt.
To reactivate a procedure which was previously inactivated:	1. Enter the name, National ID#, or synonym of the procedure. 2. Respond YES to the "Do you wish to reactivate? YES//" prompt.

Example

```
Select Local Procedure: J
     1   JP PROCEDURE 1
     2   JP PROCEDURE 2
     3   JP PROCEDURE 3
CHOOSE 1-3: 3
Do you wish to inactivate? YES//  <RET>
JP PROCEDURE 3 has been inactivated.


Select Local Procedure: JP PROCEDURE 3

JP PROCEDURE 3 is currently inactive.
Do you wish to reactivate? YES//  <RET>
JP PROCEDURE 3 has been reactivated for use.
```

Event Capture Management Menu
Activate/Inactivate Local Category

Before you start

✋ You can use this option to <u>inactivate</u> or <u>reactivate</u>, but <u>not delete</u>, local categories.

✋ Use the *Local Category (Enter/Edit)* option to create categories before using this option.

✋ You might want to use the *Category Reports* option on the *Management Reports* menu to print a list of inactive categories before using this option.

Instructions

To inactivate a category:	1. Enter the category name. 2. Respond YES to the "Do you wish to inactivate? YES//" prompt.
To reactivate a category which was previously inactivated:	1. Enter the category name or inactive date. 2. Respond YES to the "Do you wish to reactivate? YES//" prompt.

Example

```
Inactivate Categories

Select Category: WHIRLPOOL THERAPY
Do you wish to inactivate? YES// <RET>
WHIRLPOOL THERAPY has been inactivated.



Select Category: <RET>
```

Event Capture Management Menu
Management Reports
National/Local Procedure Reports

Before you start

✍ Use the *Local Procedure (Enter/Edit)* option to create local procedures before using this option.

Instructions

Active Procedures	1. Choose the preferred report. 2. Choose the sort method you prefer. 3. Enter a device name or number. The output includes: • Procedure Name • National Number • CPT
Inactive Procedures	Enter a device name or number. The output includes: • Procedure Name • National Number • CPT • Inactive Date

Example

```
Select one of the following:

        A         Active Procedures
        I         Inactive Procedures

Select Report: Active Procedures

    Select one of the following:

        N         National
        L         Local
        B         Both
```

Event Capture Management Menu
Management Reports
National/Local Procedure Reports

Example (continued)

```
Select Preferred Report: Local

     Select one of the following:

         P          Procedure Name
         N          National Number

Select Sort Method: Procedure Name

DEVICE: EC PRINTER      RIGHT MARGIN: 80// <RET>

EVENT CAPTURE LOCAL PROCEDURES BY PROCEDURE    JUN 16,1997  15:12    PAGE 1
                                               NATIONAL
NAME                                           NUMBER    CPT
------------------------------------------------------------------------

JP PROCEDURE 1                                 J0001     96100
JP PROCEDURE 2                                 J0002     99241
JP PROCEDURE 3                                 J0003


Press <RET> to continue



Select one of the following:

         A          Active Procedures
         I          Inactive Procedures

Select Report: Inactive Procedures

DEVICE: EC PRINTER      RIGHT MARGIN: 80// 132

EVENT CAPTURE INACTIVE PROCEDURES              JUN 16,1997  15:13    PAGE 1
                                               NATIONAL          INACTIVE
NAME                                           NUMBER    CPT     DATE
------------------------------------------------------------------------

GRP FAMILY CONFERENCE 15 MIN                   SW024             DEC  3,1996
GRP FINANCIAL CNSLING 15 MIN                   SW021             DEC  3,1996
GRP OP CONTINUITY/CARE 15 MIN                  SW023             DEC  3,1996
GRP PSYCHOSOCIAL ASSESS 15 MIN                 SW018             DEC  3,1996
KHS PROCEDURE 1                                K0001     90710   JUN 16,1997


Press <RET> to continue <RET>
```

Event Capture Management Menu
Management Reports
Category Reports

Before you start

✍ Use the *Local Category (Enter/Edit)* option to create categories before using this
option.

Instructions

1. Enter the report you prefer.
2. Enter a device name or number.

Example

```
Select one of the following:

        A         Active Categories
        I         Inactive Categories
        B         Both

Select Report: Both

DEVICE: EC PRINTER          RIGHT MARGIN: 80// <RET>

LIST OF ALL LOCAL CATEGORIRES                   JUN 16,1997  15:15    PAGE 1
NAME                           INACTIVE DATE
-----------------------------------------------------------------------------

FAMILY COUNSELING
JP ASSIGNMENT
JP EVALUATE
PHYSICAL MEDICINE
REC THERAPY
SOCIAL WORK STUFF
SOFTWARE CODING
SOFTWARE DESIGN
SOFTWARE TESTING
WHIRLPOOL THERAPY
```

Event Capture Management Menu
Management Reports
Print Category and Procedure Summary

Before you start

✥ Use the *DSS Units for Event Capture (Enter/Edit)* option to create DSS Units categories before using this option.
✥ Use the *Local Category (Enter/Edit)* option to create categories before using this option.
✥ Use the *Local Procedure (Enter/Edit)* option to create procedures before using this option.
✥ This option generates a list of Event Code Screens.
✥ You will be prompted for categories only if the Event Code Screen uses categories to group procedures.

Instructions

1. Select a location.	
2. Want <u>all</u> DSS Units? If YES Enter a device name or number.	If NO 1. Enter a DSS Unit name or number. 2. Choose whether or not to list all categories, if applicable.
3. Want <u>all</u> categories? If YES Enter a device name or number.	If NO 1. Enter the category name, if applicable. 2. Enter a device name or number.

Example

```
Event Capture Locations:

1. ALBANY
2. ALBANY OPC
3. HONOLULU OC, HI
4. TROY

Select Number: 4
```

Event Capture Management Menu
Management Reports
Print Category and Procedure Summary

Example (continued)

```
Do you want to list all accessible DSS Units for TROY? Yes//  <RET>  (Yes)


Select Device:  HOME//  EC PRINTER    RIGHT MARGIN: 80//  <RET>



                    CATEGORY AND PROCEDURE SUMMARY
                    Run Date : JUN 16, 1997@15:21:05
                    LOCATION:  TROY
                    SERVICE:   CHAPLAIN
                    DSS UNIT:  LIZ'S CHAPLAIN UNIT
--------------------------------------------------------------------------------

  Category:  None
  Procedure: WOUND   (CPT)                       Nat'l No.: 12001
            (Clinic: WILSON-RADIOLOGY)
  Procedure: PC-DRUG ADDICT/DEPENDENCY, 10    (EC) Nat'l No.: CH030
            (Clinic: LIZ'S ECS COUNT CLINIC)
  Procedure: APH   (EC)                          Nat'l No.: PL002
            (Clinic: LIZ'S ECS COUNT CLINIC)




                    CATEGORY AND PROCEDURE SUMMA RY
                    Run Date : JUN 16, 1997@15:21:05
                    LOCATION:  TROY
                    SERVICE:   PSYCHOLOGY
                    DSS UNIT:  JP TEST UNIT
------------------------------------------------------------ ----------------------

  Category:  JP ASSIGNMENT
  Procedure: CASE MANAGEMENT, 15 MIN   (EC)        Nat'l No.: SW001
            (Clinic: MENTAL HYGIENE)                          *INACTIVE*




                    CATEGORY AND PROCEDURE SU MMARY
                    Run Date : JUN 16, 1997@15:21:05
                    LOCATION:  TROY
                    SERVICE:   REHAB MEDICINE
                    DSS UNIT:  REHAB MEDICINE (ESD)
------------------------------------------------ --------------------------------

  Category:  WHIRLPOOL THERAPY
  Procedure: TESING A THIRD TIME EVENT CODE   (CPT)Nat'l No.: 99199
            (Clinic: LIZ'S ECS COUNT CLINIC)




Press <RET> to continue  <RET>
```

Event Capture Data Entry Menu
Enter/Edit Patient Procedures

Before you start

✋ You must define event code screens before entering any event capture data.

✋ You can enter one or more procedures for one patient with this option.

✋ You can edit or delete patient procedures with this option.

✋ If only one category is defined for the specified DSS Unit, you will not be prompted for category.

✋ If only one procedure was defined for the specified category, you will not be prompted for procedure.

✋ You will be prompted for CPT modifiers if the procedure entered has a CPT code. Modifiers provide additional information about a CPT procedure.

✋ You will be prompted for classification questions (Agent Orange, radiation exposure, environmental contaminants, service-connected and military sexual trauma) for outpatient procedures only if they apply to the patient.

✋ If the selected patient has multiple eligibilities, you will be prompted to select the eligibility that applies to this procedure. The PRIMARY eligibility is displayed as the default. Pressing the Return or Enter keys or entering an up-arrow at this prompt accepts the default.

✋ You will be prompted for procedure reasons if applicable to the Event Code Screen.

✋ The following instructions and example assume that you are entering a new procedure for a specified patient, and that you want the specified DSS Unit to send data to PCE.

Instructions

1. Enter the name of an Event Capture location, or choose a location from the list if your site has multiple locations defined.
2. Enter a DSS Unit name or number.
3. Select a patient.
4. Enter the date and time for the procedure.
5. Select a category (if the DSS Unit was defined to sort by categories).
6. Enter the procedure name, number, CPT or National Number, or synonym (preceded by the "&" character).
   If the procedure is a CPT code or has an associated CPT code, then CPT modifiers can be appended to the procedure by following it with a dash then the modifiers.
7. If prompted, enter modifiers that are valid for the procedure.
8. Enter the volume for the selected procedure.

Event Capture Data Entry Menu
Enter/Edit Patient Procedures

Instructions (continued)

9. Enter the ordering section.
10. Enter the associated ICD-9 diagnosis code for the procedure.
11. Enter the associated clinic.
12. If prompted, enter the appropriate eligibility for this procedure.
13. If prompted for the classification questions, respond YES only if the treatment received is related to that classification. For example, answering "YES" to Agent Orange means that the treatment is related to Agent Orange; "NO" means that the treatment received is not related to Agent Orange.
14. Enter the name(s) of the person/people providing the service(s).
15. Enter the procedure reason (if prompted).

Example

```
Event Capture Locations:

1. BIRMINGHAM ISC OP CLINIC
2. FARGO, ND
3. ISC-BIRMINGHAM, AL

Select Number: 2


Select DSS Unit:    PLW TEST TWO        M001

Location: TROY
DSS Unit: PLW TEST TWO

Select Patient:    WILSON,MIKE         09-02-95    123459872    YES    SC VETERAN
SMB     SMB
Enter Date and Time of Procedure: NOW// <RET> (JUL 07, 1998@09:55)

This patient is an Outpatient
  99499 CONSULTS-PC 10M [PLWMED](#CH015)

Procedure: 99499 CONSULTS-PC 10M [PLWMED](#CH015)


ENTERING A NEW PROCEDURE FOR WILSON,MIKE ...

LOCATION: FARGO, ND
SERVICE: MEDICINE
SECTION: MEDICINE
CATEGORY: PLW MED
```

Event Capture Data Entry Menu

Enter/Edit Patient Procedures

Example (continued)

```
PROCEDURE: 99499 CONSULTS-PC 10M [PLWMED] (#CH015)
Modifier: 32        MANDATED SERVICES
Modifier: <RET>
VOLUME: 1// <RET>
ORDERING SECTION: MEDICINE// <RET>
ICD-9 CODE: 999.0       GENERALIZED VACCINIA
ASSOCIATED CLINIC: MED    GEN MED

THIS PATIENT HAS OTHER ENTITLED ELIGIBILITIES:
     SC LESS THAN 50%//
     SHARING AGREEMENT
ENTER THE ELIGIBILITY FOR THIS APPOINTMENT: SC LESS THAN 50%// <RET>

--- Classification --- [Required]

Was treatment for SC Condition? NO
Was treatment related to Agent Orange Exposure? NO
Was treatment related to Ionizing Radiation Exposure? NO
Was treatment related to Environmental Contaminant Exposure? NO
Was treatment related to Military Sexual Trauma? YES

Provider: DEFIN,LIZA              EAD          PHYSICIAN
     Occupation:  Physicians (M.D.) and Osteopaths (D.O.)
     Specialty:   General Practice

Provider #2: <RET>
PROCEDURE REASON: BECAUSE
        ...OK? Yes//   (Yes)
Press RETURN to continue: <RET>

Location: FARGO, ND                  Service: MEDICINE
Section: MEDICINE                    DSS Unit: PLW TEST TWO
Patient: WILSON,MIKE                 Procedure Date: Jul 07, 1998@09:55

1.   Category : PLW MED                               DEFIN, L
     Procedure: 99499 CONSULTS-PC 10M [PLWMED] (1)         MEDICINE
      Modifier:    - 32 MANDATED SERVICES
     Procedure Reason: BECAUSE

Select a number to edit/delete, or enter N to create a New Procedure:  <RET>

Location: FARGO, ND                  Service: MEDICINE
Section: MEDICINE                    DSS Unit: PLW TEST TWO
Select Patient: <RET>
```

Event Capture Data Entry Menu
Batch Enter Data by Patient

Before you start

✋ Use this option to select multiple patients for whom you want to enter the same procedure.
✋ You must define event code screens before entering any event capture data.
✋ If only one category is defined for the specified DSS Unit, you will not be prompted for category.
✋ Use the *Enter/Edit Patient Procedure* option to make corrections to erroneous patient data.
✋ You will be prompted for classification questions (Agent Orange, radiation exposure, environmental contaminants, service-connected, and military sexual trauma) for outpatient procedures only if they apply to the patient.
✋ If the selected patient has multiple eligibilities, you will be prompted to select the eligibility that applies to this procedure. The PRIMARY eligibility is displayed as the default. Pressing the Return or Enter keys or entering an up-arrow at this prompt accepts the default.
✋ You will be prompted for procedure reasons if applicable to the Event Code Screen.
✋ The following instructions and example assume that you want the specified DSS Unit to send data to PCE.

Instructions

1. Select a location.
2. Enter a DSS Unit name or number.
3. Enter the ordering section name.
4. Enter the date and time for the procedure.
5. Enter the name(s) of the person/people providing the service(s).
6. Select the first patient for whom you are entering procedure(s).
7. If prompted, enter the appropriate eligibility for this procedure.
8. Enter the associated ICD-9 diagnosis code for the procedure.
9. Enter an associated clinic for the specified DSS Unit.
10. If prompted for the classification questions, respond YES only if the treatment received is related to that classification. For example, answering "YES" to Agent Orange means that the treatment is related to Agent Orange; "NO" means that the treatment received is not related to Agent Orange.

Event Capture Data Entry Menu
Batch Enter Data by Patient

Instructions (continued)

11. Select the other patients for whom you are entering procedure(s). The "Select Next Patient:" prompt repeats until you press <RET> to indicate selection is complete.
12. Verify that the list of patients is correct.
13. Select a category (if the DSS Unit was defined to sort by categories).
14. Enter a procedure name, number, CPT or National Number, or synonym (preceded by the "&" character).
    If the procedure is a CPT code or has an associated CPT code, then CPT modifiers can be appended to the procedure by following it with a dash then the modifiers.
15. If prompted, enter modifiers that are valid for the procedure.
16. Enter the volume for the selected procedure.
17. Verify that the procedure information is correct.
18. Enter a procedure as described in Step 14. The "Enter Procedure:" prompt repeats until you press <RET> to indicate selection is complete.
19. Enter a procedure reason (if prompted).
20. Choose whether or not to send the procedures you just entered to the background for filing.
21. Repeat from Step 6 or return to the menu.

Example

```
Event Capture Locations:

1. ALBANY
2. ALBANY OPC
3. HONOLULU OC, HI
4. MURFREESBORO, TN
5. TROY

Select Number: 3

Select DSS Unit:      PLW TEST TWO          M001

Location: HONOLULU OC, HI
DSS Unit:  PLW TEST TWO
Ordering Section:      MEDICINE
Procedure Date and Time: NOW// <RET> (JUL 07, 1998@12:46)
Provider:    DEFIN,LIZA              ESD          PHYSICIAN
     Occupation:   Physicians (M.D.) and Osteopaths (D.O.)
     Specialty:    General Practice

Provider #2: <RET>
```

Event Capture Data Entry Menu
Batch Enter Data by Patient

Example (continued)


```
Location: HONOLULU OC, HI
DSS Unit: PLW TEST TWO
Ordering Section: MEDICINE
Procedure Date: Jul 07, 1998@12:46


Provider:      DEFIN,LIZA
                 Physicians (M.D.) /General Practice



Select Patient: WILSON,MIKE          09-02-95    123459872    YES    SC VETERAN
SMB     SMB

THIS PATIENT HAS OTHER ENTITLED ELIGIBILITIES:
     SC LESS THAN 50%//
     SHARING AGREEMENT

ENTER THE ELIGIBILITY FOR THIS APPOINTMENT: SERVICE CONNECTED 50% to 100%//  <RET>

This patient is an Outpatient

ICD-9 Code (Diagnosis): 401.9  401.9        HYPERTENSION NOS
        ...OK? Yes//  <RET>  (Yes)
Associated Clinic:     GEN MED

--- Classification --- [Required]

Was treatment related to Agent Orange Exposure? NO
Was treatment related to Environmental Contaminant Exposure? NO
Was treatment related to Military Sexual Trauma? YES


Select Next Patient: STELLA,MARTIN          05-09-26    100101001    YES
SC VETERAN     SMITH,DR. JAY           SMITH,DR. JAY

This patient is an Outpatient

ICD-9 Code (Diagnosis): 999.0   999.0        GENERALIZED VACCINIA
        ...OK? Yes//  <RET>  (Yes)
Associated Clinic:  GEN MED//  <RET>

--- Classification --- [Required]

Was treatment for SC Condition? NO
Was treatment related to Ionizing Radiation Exposure? NO
Was treatment related to Military Sexual Trauma? YES

Select Next Patient: <RET>

Patients Selected for Batch Entry:

1.  WILSON,MIKE                        2.  STELLA,MARTIN

Is this list correct ?  YES//  <RET>
```

Event Capture Data Entry Menu
Batch Enter Data by Patient

Example (continued)

```
Location: HONOLULU OC, HI
DSS Unit: PLW TEST TWO                          Category: PLW MED
Ordering Section: MEDICINE
Procedure Date: Jul 07, 1998@12:46


Provider: DEFIN,LIZA
              Physicians (M.D.) /General Practice
  99499 CONSULTS-PC 10M [PLWMED] (#CH015)


Procedure: 99499 CONSULTS-PC 10M [PLWMED] (#CH015)


Modifier: 32    MANDATED SERVICES
Modifier: <RET>
Procedure Reason: BECAUSE
        ...OK? Yes//   (Yes)
Volume: 1// <RET>


Category:    PLW MED                     Ord Section: MEDICINE
Procedure:   99499 CONSULTS-PC 10M [PLWMED] (#CH015)
 Modifier:      - 32 MANDATED SERVICES
Procedure Reason: BECAUSE
Date:        Jul 07, 1998@12:46          Volume: 1
Provider:    DEFIN,LIZA                  Physicians (M.D.) /General Practic


Is this information correct ? YES// <RET>


You have completed 1 procedure for the patients selected.

I will now enter these procedures in the file.  OK ?  YES// <RET>

I am now sending these procedures to background for filing.


Press <RET> to continue: <RET>


Location: HONOLULU OC, HI
DSS Unit: PLW TEST TWO
Ordering Section: MEDICINE
Procedure Date: Jul 07, 1998@12:46


Provider:    DEFIN,LIZA
              Physicians (M.D.) /General Practice


Select Patient: <RET>
Select DSS Unit:  <RET>
```

Event Capture Data Entry
Data Entry (Batch) by Procedure

Before you start

✋ Use this option to select a specific procedure that you want to enter for multiple patients.

✋ You must define event code screens before entering any event capture data.

✋ You will be prompted for classification questions (Agent Orange, radiation exposure, environmental contaminants, service-connected, and military sexual trauma) for outpatient procedures only if they apply to the patient.

✋ If the selected patient has multiple eligibilities, you will be prompted to select the eligibility that applies to this procedure. The PRIMARY eligibility is displayed as the default. Pressing the Return or Enter keys or entering an up-arrow at this prompt accepts the default.

✋ The following instructions and example assume that you want the specified DSS Unit to send data to PCE.

Instructions

1. Select a location.
2. Enter a DSS Unit name or number.
3. Enter the date and time for the procedure.
4. Enter the name(s) of the person/people providing the service(s).
5. Select a category (if the DSS Unit was defined to sort by categories).
6. Enter a procedure name, number, CPT or National Number, or synonym (preceded by the "&" character).
   If the procedure is a CPT code or has an associated CPT code, then CPT modifiers can be appended to the procedure by following it with a dash then the modifiers.
7. If prompted, enter modifiers that are valid for the procedure.
8. Enter the procedure reason if prompted.
9. Verify that the information entered is correct.
10. Select the first patient for whom you are entering procedure(s).
11. If prompted, enter the appropriate eligibility for this procedure.
12. Enter the ordering section name.
13. Enter the volume for the selected procedure.
14. Enter the associated ICD-9 diagnosis code for the procedure.
15. Enter an associated clinic for the specified DSS Unit.

Event Capture Data Entry
Data Entry (Batch) by Procedure

Instructions (continued)

16. If prompted for the classification questions, respond YES only if the treatment
received is related to that classification. For example, answering "YES" to
Agent Orange means that the treatment is related to Agent Orange; "NO"
means that the treatment received is not related to Agent Orange.
17. Select the other patients for whom you are entering procedure(s). The "Select
Next Patient:" prompt repeats until you press <RET> to indicate selection is
complete.
18. Verify that the list of patients is correct.
19. Choose whether or not to send the procedures you just entered to the
background for filing.
20. Repeat from Step 5 or return to the menu.

Example

```
Event Capture Locations:

1. ALBANY
2. ALBANY OPC
3. HONOLULU OC, HI
4. MURFREESBORO, TN
5. TROY

Select Number: 4

Select DSS Unit:      PLW TEST TWO         M001
Procedure Date and Time: NOW// <RET> (JUL 07, 1998@13:36)
Provider:     DEFIN,LIZA                ESD           PHYSICIAN
    Occupation:   Physicians (M.D.) and Osteopaths (D.O.)
    Specialty:    General Practice

Provider #2:


Location: MURFREESBORO, TN
Category: PLW MED
Procedure Date: Jul 07, 1998@13:36
Provider:     DEFIN,LIZA          Physicians (M.D.) /General Practice
  99499 CONSULTS-PC 10M [PLWMED] (#CH015)

Procedure: 99499 CONSULTS-PC 10M [PLWMED] (#CH015)

Modifier: 32     MANDATED SERVICES
Modifier:
```

Event Capture Data Entry
Data Entry (Batch) by Procedure

Example (continued)

```
Category: PLW MED
Procedure: 99499 CONSULTS-PC 10M [PLWMED] (#CH015)
 Modifier:    - 32 MANDATED SERVICES
Provider:    DEFIN,LIZA        Physicians (M.D.) /General Practice


Is this information correct ?  YES// <RET>


Location: MURFREESBORO, TN
DSS Unit: PLW TEST TWO
Category: PLW MED
Procedure: 99499 CONSULTS-PC 10M [PLWMED] (#CH015)
 Modifier:    - 32 MANDATED SERVICES
Procedure Date: Jul 07, 1998@13:36
Provider:    DEFIN,LIZA
             Physicians (M.D.) /General Practice


Select Patient:   WILSON,MIKE       09-02-95    123459872    YES    SC VETERAN
SMB    SMB

DSS Unit: PLW TEST TWO                    Category: PLW MED
Procedure: 99499 CONSULTS-PC 10M [PLWMED] (#CH015)
 Modifier:    - 32 MANDATED SERVICES
Patient: WILSON,MIKE


THIS PATIENT HAS OTHER ENTITLED ELIGIBILITIES:
     SC LESS THAN 50%
     SHARING AGREEMENT

ENTER THE ELIGIBILITY FOR THIS APPOINTMENT: SERVICE CONNECTED 50% to 100%// <RET>

This patient is an Outpatient

Ordering Section:   MEDICINE
Volume: 1// <RET>
ICD-9 Code (Diagnosis):    401.9       HYPERTENSION NOS
Associated Clinic: MED    GEN MED

--- Classification --- [Required]

Was treatment for SC Condition? YES
Was treatment related to Agent Orange Exposure? NO
Was treatment related to Environmental Contaminant Exposure? NO
Was treatment related to Military Sexual Trauma? YES

Select Next Patient: STELLA,MARTIN        05-09-26    100101001    YES
SC VETERAN     SMITH,DR. JAY         SMITH,DR. JAY

DSS Unit: PLW TEST TWO                    Category: PLW MED
Procedure: 99499 CONSULTS-PC 10M [PLWMED] (#CH015)
 Modifier:    - 32 MANDATED SERVICES
```

Event Capture Data Entry
Data Entry (Batch) by Procedure

Example (continued)

```
Patient: STELLA,MARTIN


This patient is an Outpatient

Ordering Section:    MEDICINE
Volume: 1// <RET>
ICD-9 Code (Diagnosis): 999.0   999.0        GENERALIZED VACCINIA
        ...OK? Yes// <RET>  (Yes)
Associated Clinic:  GEN MED//  GEN MED

--- Classification --- [Required]

Was treatment for SC Condition? N0


Select Next Patient: <RET>

Patients Selected for Batch Entry:

1.  WILSON,MIKE                          2.  STELLA,MARTIN

Is this list correct ?  YES// <RET>


You have selected 99499 CONSULTS-PC 10M [PLWMED] (#CH015)
 Modifier:            - 32 MANDATED SERVICES
for this group of patients.

I will now enter these patient procedures in the file.  OK ?  YES// <RET>

I am now sending these procedures to background for filing.


Press <RET> to continue: <RET>


Location: MURFREESBORO, TN
Category: PLW MED
Procedure Date: Jul 07, 1998@13:36
Provider:     DEFIBAUGH,ELIZABETH        Physicians (M.D.) /General Practice
  99499 CONSULTS-PC 10M [PLWMED] (#CH015)

Procedure: 99499 CONSULTS-PC 10M [PLWMED] (#CH015)

 Modifier: <RET>

Category: PLW MED
Procedure: 99499 CONSULTS-PC 10M [PLWMED] (#CH015)
Provider:     DEFIBAUGH,ELIZABETH         Physicians (M.D.) /General Practice

Is this information correct ?  YES// <RET>
```

Event Capture Data Entry
Data Entry (Batch) by Procedure

Example (continued)

```
Location: MURFREESBORO, TN
DSS Unit: PLW TEST TWO
Category: PLW MED
Procedure: 99499 CONSULTS-PC 10M [PLWMED] (#CH015)

Procedure Date: Jul 07, 1998@13:36

Provider:     DEFIBAUGH,ELIZABETH
                Physicians (M.D.) /General Practice

Select Patient: <RET>

No action taken.

Press <RET> to continue <RET>

Location: MURFREESBORO, TN

Select DSS Unit:<RET>
```

Event Capture Data Entry
Multiple Dates/Multiple Procedures

Before you start

✋ You must have locations, DSS Units, local categories, and local procedures defined before using this option.

✋ You will be prompted for exposure and service-connected indicators for outpatient procedures only.

✋ Procedures being sent to PCE must have an active Associated Clinic.

✋ You will be prompted for category only if the Event Code Screen uses categories to group procedures.

✋ You will be prompted for classification questions (Agent Orange, radiation exposure, environmental contaminants, service-connected, military sexual trauma) for outpatient procedures only if they apply to the patient.

✋ If the selected patient has multiple eligibilities, you will be prompted to select the eligibility that applies to this procedure. The PRIMARY eligibility is displayed as the default. Pressing the Return or Enter keys or entering an up-arrow at this prompt accepts the default.

✋ The following instructions and example assume that the DSS Unit you selected is defined to send data to PCE.

Instructions

1. Select a location.
2. Enter the name(s) of the person/people providing the service(s).
3. Enter the dates and times for the procedures you want to enter. The "Select Another Procedure Date and Time:" prompt will repeat, allowing multiple entries, until you press <RET> to indicate that selection is complete.
4. Select a category, if applicable.
5. Enter a procedure name, number, CPT or National Number, or synonym (preceded by the "&" character).
   If the procedure is a CPT code or has an associated CPT code, then CPT modifiers can be appended to the procedure by following it with a dash then the modifiers.
6. If prompted, enter modifiers that are valid for the procedure.
7. Enter the procedure reason.
8. Enter the default volume.
9. Steps 5 through 8 will repeat, allowing you to enter multiple procedures.

Event Capture Data Entry
Multiple Dates/Multiple Procedures
Instructions (continued)

10. Use the actions on the Multiple Procedures Screen #1 to add/delete procedure dates and procedures and/or to select multiple patients to be filed with the specified procedures. Use the actions on Screen #2 to add/delete/file multiple patients.
11. If prompted, enter the appropriate eligibility for this procedure.
12. If prompted for the classification questions, respond YES only if the treatment received is related to that classification. For example, answering "YES" to Agent Orange means that the treatment is related to Agent Orange; "NO" means that the treatment received is not related to Agent Orange.

Example

```
Event Capture Locations:

1. ALBANY
2. ALBANY OPC
3. HONOLULU OC, HI
4. MURFREESBORO, TN
5. TROY

Select Number: 4

Select DSS Unit:    PLW TEST TWO        M001
Provider:   DEFIN,LIZA              ESD         PHYSICIAN
    Occupation:   Physicians (M.D.) and Osteopaths (D.O.)
    Specialty:    General Practice

Provider #2:
Select Procedure Date and Time:  NOW// <RET>  T@0900  (JUL 07, 1998@09:00)
Select Another Procedure Date and Time: <RET> T-1W@1000  (JUN 30, 1998@10:00)
Select Another Procedure Date and Time: <RET>

Categories within PLW TEST TWO:

    1. PLW MED

Select Number: 1

Enter Procedure: ?


Available Procedures within PLW TEST TWO:
                                                        National
    Procedure Name                  Synonym             Number

1.   CONSULTS-PC                     PLWMED              CH015

    Select by number, CPT or national code, procedure name, or synonym.
    Synonym must be preceded by the & character  ( example:  &TESTSYN).
```

Event Capture Data Entry
Multiple Dates/Multiple Procedures

Example (continued)

```
Enter Procedure: 1   99499 CONSULTS-PC 10M [PLWMED] (#CH015)

Modifier: 32     MANDATED SERVICES
Modifier:


Procedure Reason: BECAUSE
        ...OK? Yes//   (Yes)
Volume: 1// <RET>  1

Enter Procedure: <RET>
...SORRY, I'M WORKING AS FAST AS I CAN...

Multiple Procedures Screen    Jul 07, 1998 16:07:12       Page:   1 of    1
 Location: MURFREESBORO, TN (515.6)            Provider #1: DEFIBAUG H,ELIZABE
 DSS Unit: PLW TEST TWO                            Category: PLW MED
     Procedure Date/Time    Num        Procedure                Volume
 1   JUN 30, 1998@10:00     15     99499 CONSULTS-PC               1
                      Modifier:   - 32 MANDATED SERVICES
                 Procedure Reason: Reason Not Defined
 2   JUL 07, 1998@09:00     15     99499 CONSULTS-PC               1
                      Modifier:   - 32 MANDATED SERVICES
                 Procedure Reason: Reason Not Defined




          Enter ?? for more actions
AD  Add Proc Date        DD  Del Proc Date       MP  Multiple Patients
PA  Procedure Add        PD  Procedure Delete
Select Action: Quit// MP   Multiple Patients



Select Patient: WILSON,MIKE          09-02-95    123459872    YES    SC VETERAN
SMB     SMB

THIS PATIENT HAS OTHER ENTITLED ELIGIBILITIES:
    SC LESS THAN 50%
    SHARING AGREEMENT

ENTER THE ELIGIBILITY FOR THIS APPOINTMENT: SC LESS THAN 50%// <RET>

This patient is an Outpatient

Ordering Section: MEDICINE
ICD-9 Code (Diagnosis): 401.9  401.9        HYPERTENSION NOS
        ...OK? Yes// <RET>  (Yes)

    Please Note: The following prompt(s) cannot be by-passed with
    <cr>, since the data is sent to PCE for workload reporting.
    If data cannot be provided, respond with "^".  This will
    remove the current patient from the selected patient list.

Associated Clinic: MED    GEN MED
```

Event Capture Data Entry
Multiple Dates/Multiple Procedures

Example (continued)

```
--- Classification --- [Required]

Was treatment for SC Condition? YES
Was treatment related to Agent Orange Exposure? NO
Was treatment related to Environmental Contaminant Exposure? NO


Select Patient: STELLA,MARTIN          05-09-26     100101001     YES     SC VETERAN
SMITH,DR. JAY            SMITH,DR. JAY

This patient is an Outpatient

Ordering Section: MEDICINE
ICD-9 Code (Diagnosis): 999.0   999.0        GENERALIZED VACCINIA
        ...OK? Yes// <RET>  (Yes)

    Please Note: The following prompt(s) cannot be by-passed with
    <cr>, since the data is sent to PCE for workload reporting.
    If data cannot be provided, respond with "^".  This will
    remove the current patient from the selected patient list.



Associated Clinic: MED     GEN MED

--- Classification --- [Required]

Was treatment for SC Condition? NO
Select Patient: <RET>

Multiple Patients Screen      Jul 07, 1998 16:08:01          Page:    1 of    1
 Location: MURFREESBORO, TN (515.6)              Provider #1: DEFIBAUGH,ELIZABE
 DSS Unit: PLW TEST TWO                           Category: PLW MED
    Patient                           SSN
 1   WILSON,MIKE                      123-45-9872

        Procedure(s):
        JUN 30, 1998@10:00      15      99499 CONSULTS-PC
                                          - 32 MANDATED SERVICES
        JUL 07, 1998@09:00      15      99499 CONSULTS-PC
                                          - 32 MANDATED SERVICES

 2   STELLA,MARTIN                    100-10-1001

        Procedure(s):
        JUN 30, 1998@10:00      15      99499 CONSULTS-PC
                                          - 32 MANDATED SERVICES
        JUL 07, 1998@09:00      15      99499 CONSULTS-PC
                                          - 32 MANDATED SERVICES



        Enter ?? for more actions
AP  Add Patient        DP  Delete Patient       FP  File Patients
Select Action: Quit// FP   File Patients
```

Event Capture Data Entry
Multiple Dates/Multiple Procedures

Example (continued)

```
You have selected the following patients for filing:

     1.   WILSON,MIKE
     2.   STELLA,MARTIN


Is this correct? YES//  <RET>

These patients will be sent to the background for filing.

Enter RETURN to continue or '^' to exit:  <RET>
```

Event Capture Reports
Patient Summary - **Event Capture**

Before you start

✍ This report is designed to use a 132-column format.

Instructions

1. Select a patient.
2. Enter a date range.
3. Choose whether or not to include Procedure Reasons in the output.
4. Select a device.

Example

```
Select Patient:   TEST,ONE HUNDRED AND ONE       01 -01-01    010010000
 NO      COLLATERAL                 **ADVANCE DIRECTIVE** NOT ASKED  01 -22-99

Start with Date:  T-60  (SEP 20, 1999)
End with Date:  T  (NOV 19, 1999)
Do you want to include Procedure Reasons? NO// YES

This report is designed to use a 132 column format.

Select Device: HOME//   UCX/TELNET   Right Margin: 80// 132


                            EVENT CAPTURE PATIENT SUMMARY FOR TEST,ONE HUNDRED AND ONE
                              FROM Sep 20, 1999   TO Nov 19, 1999
                              Run Date : NOV 19, 1999@10:47:16

PROCEDURE DATE/TIME              PROCEDURE(VOLUME)
                                 PROCEDURE (CPT) MODIFIER
LOCATION                         SERVICE                                   SECTION
PROCEDURE REASON                 ORDERING SECTION                          PROVIDER
---------------------------------------------------------------------------- ----------------


Oct 12, 1999@16:02              97110 THERAPEUTIC EXERCISES (1)
                                   - 26 PROFESSIONAL COMPONENT
                                   - 76 REPEAT PROCEDURE BY SAME PHYSICIAN
LOMA LINDA VAMC                  PHYSICAL & REHAB MEDICINE SVC             REHABILITATION
MEDICINE
REASON NOT DEFINED              MEDICINE                                  ISREAL JONES


Oct 12, 1999@16:02              99242 OFFICE CONSULTATION [Limited Visit (21-35 Min)]  (1)
                                   - 52 REDUCED SERVICES
LOMA LINDA VAMC                  PHYSICAL & REHAB MEDICINE SVC             REHABILITATION
MEDICINE
REASON NOT DEFINED              MEDICINE                                  ISREAL JONES
```

Event Capture Reports
DSS Unit Workload Summary Report

Before you start

✋ This option replaces the AMIS Summary - Event Capture option.

Instructions

1. Choose whether you want to print the report for all locations or for a specific location.
2. Choose whether you want to print the report for all DSS Units or for a specific DSS Unit.
3. Verify that the selected DSS Units are correct.
4. Enter a date range.
5. Select a device.

Example

```
Do you want to print this report for all locations? YES// NO


Event Capture Locations:
1.   LOMA LINDA VAMC
2.   SUN CITY CBOC
3.   VICTORVILLE CLINIC

Select Number: 1

Do you want to print this report for all DSS Units? YES// NO

Do you want to print this report for specific DSS Unit(s)? YES// <RET>

Select DSS Unit: HOME BASED PRIMARY CARE CLINIC        MTO1

Select DSS Unit: <RET>


Selected DSS Units:

    1. HOME BASED PRIMARY CARE CLINIC


Is this list correct? YES//

Enter Start Date: T-60  (SEP 20, 1999)

Enter End Date: T  (NOV 19, 1999)
DEVICE: HOME//   VIRTUAL CONNECTION    Right Margin: 80//
```

Example (continued)

```
                    DSS UNIT WORKLOAD SUMMARY REPORT
                 Date Range: Sep 20, 1999 to Nov 19, 1999

Run Date: Nov 19, 1999@10:58:13                              Page: 1

      CPT Code  Description                Synonym              Volume
         CPT Modifier (volume of modifiers use)
----------------------------------------------------------------------------

Location: LOMA LINDA VAMC
DSS Unit: HOME BASED PRIMARY CARE CLINIC

   Category:
     None
       99499 CASE MANAGEMENT, 15 MIN       Case Management, 15mi      1
           - 21 PROLONGED EVALUATION AND MANAGEMENT SERV (1)
           - 32 MANDATED SERVICES (1)
       99361 TEAM CONFERENCE, 30 MIN       Multidisc TM Conf, 15      2
       90889 PREPARATION OF REPORT         Clinical Documentatio      1
           - 22 UNUSUAL PROCEDURAL SERVICES (1)
                                                                   ------
     Total Procedures for None                                        4


                                                                   ======
     Total Procedures for HOME BASED PRIMARY CARE CLINIC              4
```

Event Capture Reports
Provider Summary Report

Before you start

✋ You must have locations, DSS Units, categories, procedures, and procedure reasons defined before generating this report.

Instructions

1. Choose whether you want this report to print for all locations or for a specific location.
2. Choose whether you want this report to print for all DSS Units or for a specific DSS Unit.
3. Choose whether or not to include Procedure Reasons in the output.
4. Enter a date range.
5. Select a device.

Example

```
Do you want to print this report for all locations ?  YES//  <RET>

Do you want this report for all DSS Units ?  NO//  <RET>

Select DSS Unit: HOME BASED PRIMARY CARE CLINIC        MTO1
Do you want to include Procedure Reasons? NO//  YES

Start with Date:  T-60   (SEP 20, 1999)
End with Date:  T   (NOV 19, 1999)
This report is formatted for 132 column output.

Select Device: HOME//   EC PRINTER      RIGHT MARGIN: 80//  132
```

Event Capture Reports
Provider Summary Report

Example (continued)

```
                              EVENT CAPTURE PROVIDER SUMMARY
                              FROM Sep 20, 1999  TO Nov 19, 1999
                              Run Date : NOV 19, 1999@11:09:13

    Category
       CPT Code     Description                      Procedure Reason      Volume
          CPT Modifier (volume)
-----------------------------------------------------------------------------------------

Location: LOMA LINDA VAMC
DSS Unit: HOME BASED PRIMARY CARE CLINIC

EVANS,DWIGHT C
   None
      90889 PREPARATION OF REPORT [Clinical Documentation]   REASON NOT DEFINED        1
         - 22 UNUSUAL PROCEDURAL SERVICES (1)
                                                                              ------
Total Procedures for EVANS,DWIGHT C                                             1


JONES,ISREAL
   None
      99499 CASE MANAGEMENT, 15 MIN [Case Management, 15min]REASON NOT DEFINED        1
         - 21 PROLONGED EVALUATION AND MANAGEMENT SERVICES (1)
         - 32 MANDATED SERVICES (1)
                                                                              ------
Total Procedures for JONES,ISREAL                                              1


WILSON,DARRELL
   None
      99361 TEAM CONFERENCE, 30 MIN [Multidisc TM Conf, 15 min] REASON NOT DEFINED     2
                                                                              ------
Total Procedures for WILSON,DARRELL                                            2
```

Event Capture Reports
Ordering Section Summary Report

Before you start

✍ This report is designed to use a 132-column format.

Instructions

1. Select an ordering section.
2. Enter a date range.
3. Select whether to print for all locations or a specific location.
4. Select whether to print for all DSS units or a specific DSS unit.
5. Select a device.

Example

```
Select Ordering Section: HOSPITAL BASE HOME CARE

     Enter a Begin Date and End Date for the Event Capture
     Ordering Section report.


Enter Start Date: T-60  (SEP 20, 1999)

Enter End Date: T  (NOV 19, 1999)


Do you want to print this report for all locations? YES//  <RET>


Do you want to print this report for all DSS Units? YES//  <RET>

This report is formatted for 132 column output.

DEVICE: HOME//   EC PRINTER    RIGHT MARGIN: 80// 132
```

Event Capture Reports
Ordering Section Summary Report

Example (continued)

```
        Event Capture Ordering Section Summary for HOSPITAL BASE HOME CARE              Page: 1
        for the Date Range SEP 20, 1999 to NOV 19, 1999            Printed: NOV 19, 1999@11:39
                        Location: LOMA LINDA VAMC


DSS Unit        Patient            SSN          Procedure                    Vol.   Provider(s)
                                                              CPT Modifier
------------------------------------------------------------------------------------------------

HOME BASED      TEST,FIFTY N       257-02-0349P  99499 CASE MANAGEMENT, 15 MIN  1    JONES,ISREAL
                                                    - 21 PROLONGED EVALUATION AND MANA
                                                    - 32 MANDATED SERVICES
                                                  90889 PREPARATION OF REPORT     1   EVANS,DWIGHT C
                                                    - 22 UNUSUAL PROCEDURAL SERVICES
                                                  99361 TEAM CONFERENCE, 30 MIN   2   WILSON,DARRELL
                                                                                     JONES,ISREAL
                                                                                     EVANS,DWIGHT C
                                                  ------------------------------------------------
                Subtotal for TEST,FIFTY N:                                  4


Subtotal for DSS Unit HOME BASED PRIMARY CARE CLINIC:                       4


Total for Location LOMA LINDA VAMC:                                         4



        Event Capture Ordering Section Summary for HOSPITAL BASE HOME CARE              Page: 2
        for the Date Range SEP 20, 1999 to NOV 19, 1999            Printed: NOV 19, 1999@11:39
                        Location: SUN CITY CBOC

DSS Unit        Patient            SSN          Procedure                    Vol.   Provider(s)
                                                              CPT Modifier
------------------------------------------------------------------------------------------------


Total for Location SUN CITY CBOC :                                          0


Grand Total for Ordering Section HOSPITAL BASE HOME CARE:                               4
```

Event Capture Reports
Provider (1-3) Summary Report

Before you start

✍ This report is designed to use a 132-column format.

Instructions

1. Enter the name of a provider.
2. Choose whether or not to include Procedure Reasons in the output.
3. Enter a date range.
4. Select a device.

Example

```
Select Provider:    JONES,ISREAL      6027     IIJ      122
Do you want to include Procedure Reasons? NO// YES
Starting with Date: T-60  (SEP 20, 1999)
Ending with Date: T  (NOV 19, 1999)

This report is formatted for 132 column output.

Select Device: HOME//  EC PRINTER     RIGHT MARGIN: 80//




              EVENT CAPTURE PROVIDER SUMMARY FOR JONES,ISREAL
              FOR THE DATE RANGE Sep 20, 1999 TO Nov 19, 1999

PROCEDURE                                                        TOTALS AS PROVIDER #
PROCEDURE REASON                      PATIENT          SSN       1       2       3
    CPT MODIFIER (Volume of modifiers use)
-----------------------------------------------------------------------------------------------

99499 CASE MANAGEMENT, 15 MIN [Case Management, 15min]
    REASON NOT DEFINED            TEST,FIFTY N         257020349P  1       0       0
    - 21 PROLONGED EVALUATION AND MANAGEMENT SERVICES (1)
    - 32 MANDATED SERVICES (1)

                                                                ---------------------
                                      TOTAL PROCEDURES           1       0       0


96115 NEUROBEHAVIOR STATUS EXAM [Neuropsychological Screening]
    REASON NOT DEFINED            TEST,FIFTY N         257020349P  1       0       0
    - 22 UNUSUAL PROCEDURAL SERVICES (1)
    - 26 PROFESSIONAL COMPONENT (1)
    REASON NOT DEFINED            TEST,PATIENT         000000731   1       0       0
    - 22 UNUSUAL PROCEDURAL SERVICES (1)
    - 26 PROFESSIONAL COMPONENT (1)

                                                                ----------------------
                                      TOTAL PROCEDURES           2       0       0
```

Event Capture Reports

Provider (1-3) Summary Report

Example (continued)

```
99242 OFFICE CONSULTATION [Limited Visit (21-35 Min)]
    REASON NOT DEFINED          TEST,ONE HUNDRED AND   010010000    1         0         0
    - 52 REDUCED SERVICES (1)
    REASON NOT DEFINED          TEST,PATIENT           000000731    1         0         0
    - 52 REDUCED SERVICES (1)
                                                                 ----------------------
                                TOTAL P ROCEDURES                   2         0         0

99195 PHLEBOTOMY
    REASON NOT DEFINED          TEST,FIFTY N           257020349P   1         0         0
    - 77 REPEAT PROCEDURE BY ANOTHER PHYSICIAN (1)
    - 90 REFERENCE (OUTSIDE) LABORATORY (1)
                                                                 ----------------------
                                TOTAL PROCEDURES                    1         0         0

99361 TEAM CONFERENCE, 30 MIN [Multidisc TM Co nf, 15 min]
    REASON NOT DEFINED          TEST,FIFTY N           257020349P   0         2         0
    - 21 PROLONGED EVALUATION AND MANAGEMENT SERVICES (2)
    - 32 MANDATED SERVICES (2)
                                                                 ----------------------
                                TOTAL PROCEDURES                    0         2         0
```

Event Capture Reports
PCE Data Summary

Before you start

✍ This report is designed to use a 132-column format.

Instructions

1. Select a patient.
2. Enter a start date.
3. Enter an end date.
4. Enter a device name or number.

Example

```
Select Patient: TEST, FIFT  TEST,FIFTY N         02-03-49    257020349P     NO LO
NGER APPLICABLE    NO        COLLATERAL          **ADVANCE DIRECTIVE** NOT ASKED  08-20-98

Start with Date:  T-60  (SEP 20, 1999)
End with Date:  T  (NOV 19, 1999)

This report is designed to use a 132 column format.

Select Device: HOME// EC PRINTER        RIGHT MARGIN: 80// 132



                         ECS/PCE PATIENT SUMMARY FOR TEST,FIFTY N
                            FROM Sep 20, 1999   TO Nov 19, 1999

PROCEDURE DATE/TIME        PROCEDURE NAME SENT (VOLUME)          CPT CODE (DIAGNOSIS)
                                                                 PROCEDURE (CPT) MODIFIER
LOCATION                   CLINIC (DSS ID)                       PROVIDER
-------------------------------------------------------------------------------------------

Oct 13, 1999@16:09         SW001  CASE MANAGEMENT, 15 MIN (1)    99499 (103.2)
                                                                   - 21 PROLONGED EVALUATION
                                                                   - 32 MANDATED SERVICES
LOMA LINDA VAMC            HBPC (175)                            ISREAL JONES

Oct 13, 1999@16:09         90889 PREPARATION OF REPORT (1)       90889 (104.0)
                                                                   - 22 UNUSUAL PROCEDURAL SE
LOMA LINDA VAMC            MEDICATION REFILL CLINIC/MOD 4 (160)  DWIGHT C EVANS

Oct 14, 1999@10:01         SW009  TEAM CONFERENCE, 30 MIN (2)    99361 (104.9)
LOMA LINDA VAMC            HBPC (175)                            DARRELL WILSON

Oct 14, 1999@10:05         CT001  PORTA CATH FLUSH (3)           90799 (110.5)
                                                                   - 26 PROFESSIONAL COMPONE
                                                                   - 52 REDUCED SERVICES
LOMA LINDA VAMC            CHEMO (COUNT)/INFUSION (4SE) (330)    DARRELL WILSON

Oct 14, 1999@10:05         99195 PHLEBOTOMY (1)                  99195 (110.1)
                                                                   - 90 REFERENCE (OUTSIDE) LA
                                                                   - 77 REPEAT PROCEDURE BY AN
```

Event Capture Reports
Inactive Person Class Report

Before you start

None.

Instructions

1. Enter beginning and ending dates.
2. Select whether you want the report to sort by patient or provider. (Case sensitive - must respond in uppercase.)
3. Select whether to sort the output by patient or provider.

Example

```
Enter a Begin Date and End Date for this Event Capture
     provider report -- both dates must be within the past
     365 days.


Enter Start Date: 080197  (AUG 01, 1997)

Enter End Date: 083197  (AUG 31, 1997)


If you want the report to show Patient name in the 1st column,
enter a 'P'.  The listing will be alphabetical by Patient name.

If you want the report to show Provider name in the 1st column,
enter an 'R'.  The listing will be alphabetical by Provider name.

Select sorting by Patient or pRovider (P/R): R  PROVIDER

DEVICE: HOME// EC PRINTER         RIGHT MARGIN: 80// <RET>
```

Event Capture Reports
Inactive Person Class Report

Example (continued)

```
        Event Capture Providers with Inactive/Missing Person Class
          for the Date Range AUG 01, 1997 through AUG 31, 1997

Printed: SEP 22, 1997@13:31                                    Page: 1

        The following entries in the Event Capture Patient file (#721 )
        are associated with a provider who meets one of the following
        criteria:

                   (a) The provider has no Person Class
                       specified in file #200. (Error= -1)
                   (b) The provide r does not have an active
                       Person Class in file #200 for the
                       date of procedure. (Error= -2)

        The provider's record number in file #200 is shown in parentheses
        after the provider name .

                                                              Date of
Provider                        Err.  Patient            SSN  Procedure
-------------------------------------------------------------------------


BABCOCK,LISA               (813)  -1   SMITH,CECELIA       4518  08/11/97 17:31
BARRETT,SPENCER          (11698)  -1   BALTIMORE,CATHERINE 0270  08/01/97 08:00
BARRETT,SPENCER          (11698)  -1   PAJE,JOHN D.        0822  08/01/97 08:00
BARRETT,SPENCER          (11698)  -1   WILSON,MARK         0858  08/01/97 08:00
BONES,SAWYER O           (11574)  -1   ANDERSON,EDWARD     4868  08/05/97 13:04
BOTTINI,STEVE            (11627)  -1   ANDERSON,EDWARD     4868  08/05/97 13:04
BOTTINI,STEVE            (11627)  -1   BEAR,TEDDY          2233  08/05/97 13:12
GALUS,ELEANOR U          (11387)  -1   SMITH,CECELIA       4518  08/11/97 15:34
GARTH,CHARLES K          (11338)  -1   SMITH,CECELIA       4518  08/11/97 17:31
```

Event Capture Reports
Procedure Reason Report

Before you start

✋ You must have locations, DSS Units, procedures, and procedure reasons defined before using this option.

Instructions

1. Select one or all locations.
2. Select one or all DSS Units.
3. Select one or all procedure reasons.
4. Enter beginning and ending dates.
5. Select a device.

Example

```
Do you want to print this report for all locations? YES//  <RET>

Do you want to print this report for all DSS Units? YES//  <RET>


Just a moment please...
     ...finding Procedure Reasons related to the
       Location(s) and DSS Unit(s) you selected...


Do you want to print this report for all Procedure Reasons? YES//  N  NO

Do you want to include only specific Procedure Reasons in this report? YES//  <RET>

Select a Procedure Reason to include:  ANESTHESIA
       ...OK? Yes//  <RET>  (Yes)

Select a Procedure Reason to include:  OFFICE VISIT DR. JONES
       ...OK? Yes//  <RET>  (Yes)

Select a Procedure Reason to include:  <RET>


Selected Procedure Reasons --

     OFFICE VISIT DR. JONES
     ANESTHESIA
```

Event Capture Reports
Procedure Reason Report

Example (continued)

```
        Enter a Begin Date and End Date for the Event Capture
        Procedure Reason Report.


Enter Start Date: 110299  (NOV 1, 1999)


Enter End Date: T  (NOV 19, 1999)


DEVICE: HOME// EC PRINTER    RIGHT MARGIN: 80// <RET>


            Event Capture Procedure Reason Report
            for the Date Range NOV 01, 1999 to NOV 19, 1999

   DSS Unit: SEND OPT TO PCE                        Page: 1
   Location: ALBANY                           Printed: NOV 19, 1999@11:31


      Patient                   SSN   Date/Time         Provider
----------------------------------------------------------------------------

Reason: OFFICE VISIT DR. JONES

Procedure: A0040 Helicopter ambulance service [GIL]
    Modifier:     - SR SCENE OF ACC/ACUTE EVENT TO RESIDENCE
                  - HH HOSPITAL TO HOSPITAL
       BEAR,TEDDY                2233   NOV 02, 1999@16:18  WILSON,PATRICIA L.
```

Event Capture Online Documentation

Before you start

✍ The online documentation could take a long time to print, so you should queue it to print during non-peak hours.

Instructions

Choose Interactive Help to access the online help frames for individual menus and options.

<div align="center">OR</div>

Choose Documentation to print the online help frames for <u>*all*</u> menus and options.

Example

```
Select one of the following:

         1            Interactive Help
         2            Documentation

Enter response: 1  Interactive Help


             Event Capture Online Documentation
The Event Capture Software offers a variety of options for entering and
reporting data through Event Capture for the Decision Support System.  If
you have the appropriate security key then the management m enu will be
available to you.  Otherwise you will only see the data entry menu and
the reports menu.

      RELATED HELP FRAME                                   KEYWORD
      ------------------                                   -------
  1   Event Capture Management Menu                       MANAGEMENT
  2   Event Capture Data Entry                               DATA
  3   Event Capture Reports                                 REPORTS

* - Recently viewed help frame

Select HELP SYSTEM action or <return>: 1
```

Event Capture Online Documentation

Example (continued)

```
                    Event Capture Management Menu
This menu option accesses the menus needed for management of the Event
Capture software.  This includes the allocation of DSS units, the
assignment of users to these units, the additions of local procedures and
categories, the formation of Event Code Screens, as well as several
reports for use by Event Capture managers.

CCL  Current Locations (Create/Remove)
DSU  DSS Units For Event Capture (Enter/Edit)
AUA  Assign User Access To DSS Units
RUA  Remove User Access to DSS Units
CAT  Local Category (Enter/Edit)
LPR  Local Procedure (Enter/Edit)
ECS  Event Code Screens (Create)
SYN  Procedure Synonym/Default Volume (Enter/Edit)
IEC  Inactivate Event Code Screens
ALP  Activate/Inactivate Local Procedures
LCD  Local Category (Inactivate)
RPT  Management Reports

Select HELP SYSTEM action or <return>: **CCL**




                    Current Locations (Create/Remove)
This option allows you to set up or remove locations f or Event Capture.  A
location can be your hospital, or a division in a multidivisional
facility. Unless a location is "created" for Event Capture use, you may
not establish DSS units for that location.

Select HELP SYSTEM action or <return>: **<RET>**
```

Glossary

Associated Stop Code	The DSS Identifier (stop code) which most closely represents the DSS Unit workload.
Category	Category provides Event Capture a common level to group associated procedures. Multiple procedures can be defined for each category.
Cost Center	Cost Center reveals which service is using this DSS Unit. Cost Centers are defined in detail in MP4-Part V, Appendix B of the Fiscal service cost manuals.
Count Clinic	A clinic for which workload entered is credited.
CPT code	Current Procedural Terminology code.
CPT Modifier	CPT modifiers provide the ability to refine CPT procedure codes to better reflect procedures performed.
DSS Unit	A DSS Unit (Decision Support System Unit) defines the lowest level segment used for tracking hospital resources. These units can be a small work unit within a service or a large division within a service. Management at each facility is responsible for tailoring the DSS Units to fit its resource/cost reporting.
DSS Unit Number	This code is used for additional identification of DSS Units.
Event Capture	Software designed to provide management tools necessary in tracking procedures not entered in other **V**_ist_**A** packages.
Event Code Screen	Event code screens are unique combinations of location, DSS Unit, category, and procedure that define patient procedures.

ICD-9   International Classification of Diseases (of the World Health Organization) codes.

Location   Initializing your site as a location, the Event Capture software will recognize your facility as a valid location to enter Event Capture data.

MAS   Acronym for Medical Administration Service which is now Patient Information Management System (PIMS).

Non-count Clinic   A clinic for which there is no workload credited.

Ordering Section   The medical section actually ordering the patient's procedure.

Parent Service   The controlling service for a DSS Unit.

PCE   Patient Care Encounter.

PIMS   Patient Information Management System formerly Medical Administration Service (MAS).

Procedure   A specific function performed on, or service provided to, a patient. Multiple procedures can be associated with a single category.

Procedure Reason   A method of generically grouping patient procedures.

Provider   The actual provider of care performing the procedure. This provider can be a doctor, nurse, technician, or any designated team of medical professionals.

Volume   Volume is associated with the number of procedures performed. This field can also be used to track time actually spent performing the procedures.

V*ist***A**   Veterans Health Information Systems and
                                    Technology Architecture.

Appendix A. Using PCE at Your Site

If Patient Information Management System (PIMS) (formerly MAS) at your site schedules appointments for the same patients for whom you enter Event Capture data, follow these steps to prevent duplicating data in the Scheduling and PCE files.

1. Create a non-count clinic (one for which there is no workload credited) with the appropriate DSS Stop and Credit pairs using the *Set Up a Clinic* option in the Scheduling software. The clinic name should clearly identify this clinic as non-count, for example, Social Work (NC). PIMS makes appointments in this non-count clinic. PIMS will be able to print pre-appointment letters and appointment lists.

2. Create a count clinic (one for which workload is credited) with the same DSS Stop/Credit pair. Associate this clinic with the Event Code Screen and DSS Unit using the *Event Code Screen (Create)* option in the Event Capture software. Event Capture uses the associated clinic to pass workload data to PCE. By passing data from Event Capture to PCE, you will also be sending the data to Austin where it is filed in the National Patient Care Database (NPCD). The clinic name should clearly differentiate the count clinic from the non-count clinic, for example, Social Work (C).

3. If PIMS does not schedule appointments for Event Capture patients, you can begin with Step 2.

4. Coordinate and review the above with those who use Event Capture as well as with Scheduling and PIMS staff.

Appendix B. Summary of the PCE Filing Process

Follow these steps to define an associated clinic for each event code screen that has DSS Units marked to send data to PCE:

1. Use the *Enter/Edit DSS Units for Event Capture* option to update the SEND TO PCE information for Each DSS Unit.
2. Use the *Event Code Screens (Create)* [ECSCREEN] option to create new event code screens.
3. Use the *Procedure Synonym/Default Volume (Enter/Edit)* [ECDSSYN] option to modify existing event code screens.

The following data entry options ask the required PCE prompts:

*   *Enter/Edit Patient Procedures* [ECPAT]
*   *Batch Enter Data by Patient* [ECBATCH]
*   *Data Entry (Batch) by Procedure* [ECBATCH PROC]
*   *Multiple Dates/Multiple Procedures Data Entry* [ECMULT PROC]

The DATE/TIME OF PROCEDURE field (#2) of the EVENT CAPTURE PATIENT file (#721) requires the entry of ***both date and time*** as part of every procedure date.

Users must provide the following information for each procedure during data entry:

*   ICD-9 Diagnosis Code
*   A response to the classification questions (Agent Orange, radiation exposure, environmental contaminants, or service-connected) for outpatient procedures only if they apply to the patient.
*   If the selected patient has multiple eligibilities, users will be prompted to select the eligibility that applies to the specified procedure. The PRIMARY eligibility is displayed as the default.
*   If a procedure is associated with a CPT code then users will be prompted to enter CPT modifiers.
*   Associated Clinic

After the PCE-related prompts are answered, all appropriate patient records are formatted to file the data with PCE. This formatted data string is stored in the PCE DATA FEED field (#30) of the EVENT CAPTURE PATIENT file (#721). The flag to file this record is then set in the SEND TO PCE field (#31) of the EVENT CAPTURE PATIENT file (#721). The nightly scheduled EC NIGHT option will file the data with PCE and store a pointer to the corresponding visit created in the VISIT file (#9000010). Patient data records that have been filed with PCE and are later edited or deleted in the Event Capture system will automatically send an update to PCE. For those records that should be filed to PCE but are not sent due to missing or incorrect data, a reason will be stored in the REASON field (#33).

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